



Privacy notice for full-time and part-time employees, workers and contractors.

Falcon Tower Crane Services Ltd
Shipdham Airfield Industrial Estate
Shipdham, Thetford, IP25 7SD

What is the purpose of this document?

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

It applies to all current and former employees, workers and contractors. Falcon Tower Crane Services Limited is the data controller of our employees' personal data. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

It is important that you read this notice, so that you are aware of how and why we use such information.

The kinds of information we hold about you

We are likely to collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, address, telephone numbers, gender, date of birth, marital status and personal email address.
- Next of kin and dependants, and emergency contact information.
- National Insurance number, bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits information as well as old employment records (including job titles, work history, working hours, training records and professional memberships).
- Start date, location of employment or workplace, a copy of your driving licence and other recruitment information (right to work documentation, references and other information included in CV or cover letter or as part of the application process).
- Compensation history.
- Performance information.
- Disciplinary and grievance information.
- CCTV footage and other information obtained through electronic means such as swipe card records.
- Information about your use of our information and communications systems
- Photographs.

We are likely to also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership.
- Information about your health, including any medical condition, health and sickness records.
- Genetic information and biometric data.
- Information about criminal convictions and offences,



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When and why, we use your personal information

We need to process these kinds of personal data to allow us to perform our contract with you and to enable us to comply with our legal obligations. In some cases, we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. These legitimate interests and the purposes for which we process personal information are:

- Making a decision about your recruitment or appointment, determining the terms on which you work for us and checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, liaising with your pension provider, DEDUCTING TAX AND National Insurance contributions or otherwise administering the contract we have entered into with you.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance, determining performance requirements or gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Making decisions about continued employment, engagement or termination.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- Ascertaining your fitness to work, managing sickness absence and complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies and to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- Equal opportunities monitoring.

We shall ensure there are adequate systems in place when processing sensitive personal data.

Automated decision-making

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

How is your personal information collected?

We typically collect personal information about employees, workers and contractors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers (e.g. references).

We will continue to collect additional personal information in the course of your employment. Sometimes this may be information that you provide (such as details of illness or injury) and sometimes from other sources (such as annual appraisals or CCTV logs).



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If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers). In some cases, we may have to make decisions based on the information available to us.

Do we need your consent?

We do not need your consent to use your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In some circumstances, we may approach you for your specific written consent to allow us to process certain personal data for a specific purpose. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Data sharing

We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. This may include payroll services.

We may share your personal information with other third parties, for example, in the context of the possible sale or restructuring of the business.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents' contractors and other third parties who have legitimate reasons to receive it. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure. This may include providing services to us.

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. In some cases, this could be 10 years or longer.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.



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Your rights in connection with personal information

Under certain circumstances, by law, you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request the erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to stop processing personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to exercise these rights, please contact us at the address below.

Right to withdraw consent

Where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please put your request in writing and send it to **Laura Dagless**. Once we have received notification that you have withdrawn your consent, we will no longer process your information for any purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about processing of your personal information.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. If you have any questions about this privacy notice or about how we handle your personal information, please contact us in our capacity as the data controller at:

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I _____ (employee/worker, contractors name), acknowledge that on _____ (date), I received a copy of Falcon Tower Crane Services' Privacy Notice for employees, workers and contractors and that I have read and understood it

Signature

.....

Name (Print)

.....

Andrew Brown
Managing Director
Falcon Tower Crane Services Ltd

